



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Licensed Vocational Nurse
Posting Number	PN# 112034
Department	Health & Human Services
Division	Disease Prevention and Control Division
Section	Tuberculosis Program
Reporting Location	8000 N. Stadium Dr. 6 th Floor
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs basic nursing responsibilities and assists with related health clinic, hospital, home or mobile unit duties under the supervision of a Registered Nurse.

CORE FUNCTIONS

- Delivers and supervises delivery DOT/DOPT tuberculosis medication, including toxicity checks and sputum collection, as ordered by a physician. Administers injections as ordered by physician.
- Documents doses delivered, administered and supervised, toxicity checks, sputum collection, and all pertinent information on the DOT/DOPT field record.
- Meets with supervisor for patient case conferences, field itineraries and field mileage reports.
- Participates in staff meetings, administrative meetings and training as required.
- Communicates with providers to facilitate and expedite TB patient care.

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year experience as a licensed vocational nurse.

MINIMUM LICENSE REQUIREMENTS

Must have a current vocational nursing license from the State of Texas and a valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITIONS

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 12

\$1,055 - \$1,415 Biweekly \$27,430 - \$36,790 Annually

OPENING DATE

July 19, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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